1. **Title Tab**

Please enter the session title below and select your session format type.

Your format choice will not affect the Program Committee's decision. The Committee may, however, recommend that the proposed format be changed if it believes that a different format may better serve the session's learning objectives or desired audience in a virtual environment.

Descriptions of the different formats appear in the Call for Program Proposals, at https://www2.archivists.org/am2023/program/call-for-program-proposals

250 Character text box here.

Session type drop down menu here.

Make sure to click the SAVE button at the bottom of each tab once you complete that tab.

2. **Speakers Tab**

By submitting this proposal, you are designating yourself as the session chair--the person who serves as the point of contact throughout the Annual Meeting should the proposal be accepted. It is the chair's responsibility to keep information flowing to session participants, to approve the session description and roster that appears in the online program, and to notify the Conference Office of any changes to that description or roster.

You will be able to enter multiple co-presenters. The abstract and speaker management system is synced to SAA's association management system. If you have ever been a member, purchased a book, or registered for a course or annual meeting, or subscribed to a Section discussion list you will be in our system. Please feel free to update your profile if you think it has outdated information.

3. **Proposal Abstract Tab**

This version of your abstract will be used by the Program Committee to evaluate your session proposal. Concisely state the session focus and how it will be addressed. How does the content relate to the goals or theme of the Annual Meeting? What about your proposed session is unique, new, and of value?

1,300 Character text box here.

4. **Session Abstract Tab**

If your proposal is accepted, this version of your abstract will be used to describe the session to prospective attendees. Concisely state the session focus and how it will be addressed. Stress the focus, value, and objectives—those attributes that would entice a reader to attend. (Descriptions

may be revised for clarity; the session chair will receive a final version for approval prior to publication.)

==500 Character text box here.==

5. **Educational Objectives Tab**

What is the goal of the session and what will participants learn from it? How does the session add value, explore a new or unique problem, or represent a new perspective?

==500 Character text box here.==

Make sure to click the SAVE button at the bottom of each tab once you complete that tab.

6. **Target Audience Tab**

At what level of experience is the session targeted? What method(s) will the presenters use to engage the target audience?

==1,300 Character text box here.==

7. **Additional Information Tab**

DEAI Section

One of SAA's core values is "Ensuring the diversity of its membership and leaders, the profession, and the archival record." We expect program sessions to reflect this commitment to a diverse and inclusive program and profession. As each session is composed of individuals and/or organizations with varied personal and professional experiences, perspectives, and identities, please indicate—in a summative way—how your proposal reflects individual, institutional, or geographic diversity or supports the development, inclusion, and stewardship of a diverse profession or cultural record. This could include positionality statements that reflect on the unique identities of the panelists in relation to the work they will discuss, a recognition of dominant positionality inherent in your identity or organization, or the ways in which privilege and power manifests in the session and how you will use or respond to it. Situating your proposal in the larger context of the profession and community helps the Program Committee evaluate a wide variety of proposals, and ultimately contributes to a more balanced program.

==1,000 Character text box here.==

Please indicate how your proposed session provides a diverse, equitable, and inclusive roster of presenters. (Select all that apply.)

- ☐ The panel includes presenters representing multiple types of institutions (e.g., academic, corporate, government, religious etc.).
- ☐ The panel includes presenters representing multiple geographic regions (e.g., Northeast, Midwest, South, etc.)
- ☐ The panel includes presenters representing multiple career points (e.g., mid-career, student, retired, paraprofessional, temporary, etc.)
- ☐ The panel includes presenters representing people with disabilities.

□ The panel includes presenters representing multiple gender identities.

□ The panel includes presenters representing multiple sexual orientations.

□ The panel includes presenters representing multiple racial/ethnic identities or nationalities.

□ The panel includes presenters representing multiple religious backgrounds.

Additional Information

Duration

Please indicate the intended length of your session. Note that all sessions should plan for 15 minutes of Q&A.

□ 60 minutes

□ 75 minutes

□ 180 minutes (Unconference Only)

Note that all speakers should plan to present together in the same format - either in-person or virtually.

Please select all that apply.

□ We prefer to present in-person in Washington, D.C.

□ We prefer to present virtually.

□ We are willing to present either in-person or virtually.

□ We are not yet sure.

Proposal and Speaker Changes Policy

The Program Committee may determine that the overall program objectives would be better achieved by offering this session in a different format or with a change in speaker(s) or with a refinement in focus. In that event, a representative will contact you to discuss any changes prior to acceptance.

Please Note: As a means of broadening participation in the conference, individuals may participate as a chair, speaker, moderator, or commentator on only one accepted session, regardless of session format. If a proposed speaker appears on more than one accepted session, a change will be required on one or both sessions to ensure compliance with the Program Committee's policy.

□ I have read and accept the Proposal and Speaker Changes Policy.

8. **Preview Tab**
   The preview tab will allow you to view and / or print a copy of the proposal information you entered.

9. **Finalize Tab**
   Your proposal will not be considered submitted until you click on this tab and check the "**I am ready to submit my proposal.**" box and click the **SUBMIT** button on the bottom of that page.